

VSH Governing Body Meeting Minutes

April 19, 2006

Type of meeting:	Oversight
Facilitator:	Paul Blake
Note taker:	Susan Fresolo
Governing Body Members:	Paul Blake; William Alexander; Steve Gold; Bill McMains; Sharon Moffatt; Terry Rowe; Tom Simpatico
Attendees:	Attendee: Scott Perry Public: Mike Sabourin

AGENDA TOPICS: Approval of Minutes From 3-15-06, Executive Director's Report, Medical Director's Report, Other Business

Discussed: Minutes for the March 15, 2006 Governing Body Meeting were reviewed for approval.	
Conclusion: Minutes Approved	
Action: William Alexander made a motion to accept the minutes. Bill McMains seconded the motion; all in favor. Minutes approved.	
Person Responsible: N/A	Due Date: N/A
<p>Discussed: Executive Director's Report (Terry Rowe)</p> <p>Terry handed out the following reports: VSH Quality And Risk Management Team Summary Report of Grievances Received March 2006, Governing Body Injuries and Events/Variance Report March 2006 and the Graham/Meus Ockert Psychiatric Facility Safety and Security Review (Feb. 21, 2006). Terry noted that VSH plans to have an annual safety report done. She summarized that the general feeling by Graham and Ockert was that VSH had addressed the issues needed to make required improvements. Referring to the report, specific mention was given to items/modifications that were not completed while renovations were in progress, but strides to get the items done. Compliments were extended to BGS on what had been done to date. Discussion, questions and comments followed in regards to senate appropriation funding, budget, what needed immediate attention for improvement and how things were being accomplished.</p> <p>Terry has met with Risk Management about lowering patient/staff injuries, discussed data and handed out a pie chart report entitled 'Lost Work Days Per 100 Employees by Dept/FY 2005' and 'Incident Rates by Dept/FYs 2004-2005' and discussed the specifics of those reports. A suggestion was made that VSH should consider more light duty locations which would enable more employees to return to work as soon as possible. Terry plans on attending a national conference in the future and bring valuable information back to VSH. In reviewing the Injuries and Events Report, there were 10 patient injuries of which 9 were classified as minor and 1 was of moderate severity. There were a total of 4 employee injuries with patients directly involved with 2 of the incidents, 3 classified as minor and 1 moderate. Patient and employee injuries have been trending downward since July 2005. There were 3 variance reports, all potential hazardous events were corrected immediately or staff made correction plans. Terry commented that progress is being made improving the quality of reporting injuries. In reviewing the Summary Report of Grievances Received report, it was noted that 4 grievances were filed at VSH for resolution and 3 were addressed or resolved within the proper time frame. In addition, a new form is being created to help fine tune grievance reporting.</p>	
Conclusion: Terry will follow-up with Risk Management	
Action: Terry will continue to work with Risk Management for assistance with emphasis in clarification and data collection on the severity degree of injuries and she will report information obtained at the next meeting.	
Person Responsible: Terry Rowe	Due Date: May 17, 2006

Discussed: Medical Director's Report (Tom Simpatico)

Tom reminded the members that DOJ's arrival at VSH will be on May 8, 2006 and briefly spoke of the release of agreement with them. Tom is aware of the anxiety staff is experiencing with the impending visit scheduled, but is working on ways to relieve that stress. The hiring process for core faculty is progressing smoothly. There are 2 people in the final process and VSH's Dr. John Malloy is pursuing one of the positions available. In conjunction with FAHC, steps are being taken to reformat and overhaul treatment planning reports and within 4 or 5 weeks, Tom anticipates the introduction of the 'pilot' form. The goal is to have usage of identical forms/templates for both facilities for consistency, formatting language and tracking purposes. Tom believes the form/template will tie in nicely with the note writing process, increase both teams working together with focus. Specifics were discussed regarding creating forms for patients that are hospitalized less than or more than 1 week. Discussion and questions ensued about emergency volunteer procedures, restraint tracking, and data collection, distinguishing language that both facilities can agree on for consistent reporting and how our reporting mechanisms measure compared to the national average. The Care Management Progress group will meet monthly. The purpose is to look into the nuts and bolts of how VSH and others work together; interaction with community services, discharge plan process and module functionality. There is a good possibility that Bob Liberman from UCLA will do grand rounds in December, 2006.

Conclusions: Tom will follow-up on progress regarding hiring of core facility and other ongoing projects.

Action: Tom will report findings at the next meeting.

Person responsible: Tom Simpatico

Due Date: May 17, 2006

Discussed: Other Business

Doctor's Credentialing: For the resident core rotation position, Dr. John Hamell's credentialing was reviewed. Dr. Hamell is an internist and a 2nd year resident in psychiatry in Connecticut with plans to possibly relocate to Vermont. Tom said that Dr. Hamell has glowing letters of recommendations and is a 'smart guy' and is expected to join VSH in June, 2006. Tom noted that Dr. Hamell is lacking his CPR documentation, but will be able to obtain that through a CPR course offered at VSH.

Conclusions:

Action: Bill McMains made a motion to accept Dr. Hamell's application pending his CPR course completion. Steve Gold seconded the motion; all in favor. Application accepted with CPR course completion certification expected.

Person responsible: Tom Simpatico

Due Date: Tom Simpatico

Discussed: Other Business

Discussion was raised in regards to provisional approval of physicians, residents coming to VSH, checking status of these physicians, consideration of having GB meetings changed to bi-monthly when policies are not being voted on and conferring with the legal department, reasons to continue on having monthly meetings, status terms of serving on the GB board, update on whom the legislature is looking at for serving on the GB board,

Conclusions: N/A

Action: N/A

Person responsible: N/A

Due Date: N/A

Discussed: Other Business

Questions were asked in regards to the approval of the minutes from the March, 2006 GB meeting. Specific reference was made as to whether there was a possibility of a mistake on the Restricted Items and Search Policy language making the approval of the minutes void. Terry concluded that the policy had been approved at the March GB meeting and any modifications had been done. The GB members reviewed the policy and concluded that the language had been clarified in the revised and final copy presented today.

Conclusions: N/A**Action:** N/A**Person responsible:** N/A**Due Date:** N/A

Meeting Adjourned at 2:45 p.m.